

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 6/18/2003	EMS 6/18/2003	EMS 5/27/2008	DGC 5/16/2007

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Revision no. 3

4.3.42 Environmental Management Procedure

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Persons responsible:

Areas of application: Department of Public Works and Utilities Shop Complex

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1	8/10/2004	no changes
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3	5/29/2007	re format and changed 3.2

Worksheet index

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1.0 PURPOSE

- 1.1 The purpose of this procedure is to establish practices related to the development and maintenance of Environmental Management Programs (EMPs) used to ensure progress toward objectives and targets associated with the City of Williamsburg Public Works and Utilities Department.

2.0 SCOPE

- 2.1 This procedure is responsive to Element 4.3.4, Environmental Management Program(s) of the ISO 14001 1996 standard and covers operations of the Public Works and Utilities Department.

3.0 RESPONSIBILITY

- 3.1 The EMS Team will:
- 3.1.1 Schedule meetings for initial development and annual review of EMPs, or more frequently if physical or operational changes are made at the Public Works and Utilities Department. The EMS Team will also be responsible for the following:
 - 3.1.2 Ensure that minutes of all meetings are maintained ;
 - 3.1.3 Ensure that a current copy of the EMPs are maintained in the EMS files;
 - 3.1.4 As needed, provide training to employees on the use of Green Ware or equivalent;
 - 3.1.5 Maintain the list of the EMPs that resides in Green Ware or equivalent; and
 - 3.1.6 Maintain the integrity and functionality of Green Ware or equivalent.
 - 3.1.7 Be responsible for initial development and for the review of the EMPs. At a minimum, the EMS Team will reassess the programs annually and make any necessary modifications to existing EMPs, develop new EMPs or discontinue existing EMPs. Particular attention should be focused on changes to the Public Works and Utilities Department's operations that affect significant environmental aspects. This review will be documented and attendance recorded (e.g. agendas, sign in sheets, and meeting minutes). These documented discussions will provide evidence of the decision making process for establishing the EMPs.
- 3.2.1 The Director of Public Works and Utilities will:
- 3.2.1 Review and endorse the initial EMPs. All major changes to the EMPs recommended by the EMS Team will also be reviewed and endorsed by the Director of Public Works and Utilities.
- 3.3 This procedure considers activities, products, and services pertinent to environmental management for the employees of the Public Works and Utilities Department.

4.0 DEFINITIONS

- 4.1 Refer to 3.0 ISO 14001 Related Definitions

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5.0 PROCESS

- 5.1 Environmental Management Programs (EMPs) shall be developed to ensure that objectives and targets are achieved for all relevant functions and levels within the Public Works and Utilities Department.
- 5.2 The EMPs shall be established that list the specific tasks or means by which to achieve the desired objective and target.
- 5.3 The EMPs will designate the responsible position or authority for each task listed. Relevant functions and levels of the organization necessary to complete tasks will be addressed.
- 5.4 The EMPs will include the time frame for completion of each task.
- 5.5 The EMPs will be developed and maintained by the EMS Team. The EMS Team should use their judgment in developing the EMPs so they are practical and realistically obtainable for the Public Works and Utilities Department.
- 5.6 The EMPs are located and maintained under the designated category found in section 4.3.41 Environmental Management Program(s) of Green Ware or equivalent.
- 5.7 The section 4.3.41 Environmental Management Program(s) will automatically pull in all the objectives and targets established from the significant aspects of Public Works and Utilities Department identified in sections 4.3.31 Objectives and Targets and 4.3.11 Environmental Aspects and Impacts.
 - 5.7.1 Review the index of EMPs with the assigned priority rating and follow the on screen guidance / instructions for changes to the priority rating.
 - 5.7.2 For assistance in development of the EMPs consult the on screen guidance.
 - 5.7.3 For each EMP page, insert the indicated action identified by Green Ware or equivalent. These actions should address and identify schedules, resources and responsibilities for achieving the Public Works and Utilities Department's objectives and targets, and for continually improving its environmental performance.

6.0 REFERENCES / RELATED DOCUMENTS

- 6.1 Meeting minutes, Agendas, Sign in Sheets
 - 6.2 4.3.11 Environmental Aspects and Impacts - Worksheet
 - 6.3 4.3.31 Objectives and Targets - Worksheet
 - 6.4 4.3.41 Environmental Management Programs - Worksheet
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